

2012-2013 SAF Contingency Proposal Form

Proposals are due by 5:00pm on Wednesday November 14th, 2012

The intent of the contingency award is to fund student-initiated activities, events, projects, and services that were not proposed during the annual budgeting cycle. Contingency requests should represent new ideas for building and sustaining community on campus. As such, these requests are to be generated by student groups, committees, and boards. Other entities of the campus community are invited to submit requests during the annual budgeting cycle.

A contingency fund shall be established by the Committee as part of its annual budget and should represent approximately 5% of the projected fee revenue. The purpose of this money is to fund proposals throughout the following fiscal year. The Chancellor or his or her designate shall review and approve all such recommendations from the Committee.

All requests must be in accordance with the Services & Activities Fee Bylaws. The SAF Bylaws appear here:
<http://www.uwb.edu/studentlife/safc/safbylaws>

Hearings will occur on Friday, December 7th, 2012 from 8:00am-12:00pm. Someone from your group must be available during that time frame to attend a brief hearing.

The SAF Liaison will be in contact with you by Wednesday, November 20th to schedule your hearing date. If the Committee has any questions regarding your proposal, the SAF Liaison will directly contact you via email or phone.

Contact Sumeet Dhanju, 2012-2013 SAF Chair, with any questions or comments at sumeetdhanju@yahoo.com.

SUBMITTED BY

Anonymous
no-mail@orgsync.com
Nov 14, 2012, 12:35PM PST

2012-2013 SAF Contingency Proposal Form

Proposals are due by 5:00pm on Wednesday November 14th, 2012

The intent of the contingency award is to fund student-initiated activities, events, projects, and services that were not proposed during the annual budgeting cycle. Contingency requests should represent new ideas for building and sustaining community on campus. As such, these requests are to be generated by student groups, committees, and boards. Other entities of the campus community are invited to submit requests during the annual budgeting cycle.

A contingency fund shall be established by the Committee as part of its annual budget and should represent approximately 5% of the projected fee revenue. The purpose of this money is to fund proposals throughout the following fiscal year. The Chancellor or his or her designate shall review and approve all such recommendations from the Committee.

All requests must be in accordance with the Services & Activities Fee Bylaws. The SAF Bylaws appear here:
<http://www.uwb.edu/studentlife/safc/safbylaws>

Hearings will occur on Friday, December 7th, 2012 from 8:00am-12:00pm. Someone from your group must be available during that time frame to attend a brief hearing.

The SAF Liaison will be in contact with you by Wednesday, November 20th to schedule your hearing date. If the Committee has any questions regarding your proposal, the SAF Liaison will directly contact you via email or phone.

Contact Sumeet Dhanju, 2012-2013 SAF Chair, with any questions or comments at sumeetdhanju@yahoo.com.

[Required] Proposing Group ReallSE UWB

(i.e. Career Center, Sustainability Club, Campus Events Board, etc.)

[Required] Department/Organization ReallSE UWB

(i.e. Student Services, CUSP, Student Life, Student Clubs & Organizations, etc.)

[Required] Contact Person Drew Stone

This person will be the sole point of contact for any questions or additional information requests from the SAF Committee regarding your proposal.

[Required] Contact Email iamdrew@uw.edu

This person will be the sole point of contact for any questions or additional information requests from the SAF Committee regarding your proposal.
*Be sure to check your email regularly as the SAF Committee contacts groups via email.

[Required] Contact Phone 206.310.2523

This person will be the sole point of contact for any questions or additional information requests from the SAF Committee regarding your proposal.

[Required] Executive Summary of Your Proposal

Please provide a concise overview of the program, activity, or service for which you seek funding.

**Remember that the contingency process is for new ideas/initiatives only, all other requests must be made during the Annual Cycle.*

ReallSE UWB is a place for students to share their experiences for the benefit of their colleagues and UW Bothell peer community. ReallSE stands for Real Integrated Student Experience; the real input of student experiences, integrated with contextual information such as reviews, photos, maps, websites, links and media resources available online and to mobile devices. Other services (Beyond Walls) are being developed to operate from within ReallSE UWB.

Vision: ReallSE will be the hub for information that Students want access to, and that will ultimately support their success in academia and in their communities.

Mission: ReallSE is an open-source service that provides for the sharing of useful knowledge (as determined by the contributors and user base) that students gather and share about their environment.

Goal: ReallSE is the hub for sharing the knowledge of a campus' culture, community and resources that students find and have found useful, as they are found useful to these groups.

Beyond Walls is a primary feature of ReallSE.

Beyond Walls is a service through ReallSE that matches students with service organizations to create meaningful and lasting relationships between students and their communities.

As a component to academic and lifelong success, volunteerism is a major part on the lives of many successful college students.

Beyond Walls lets users indicate their skills, availability, interests, passions and more relevant data, on a single centralized document which reflects the required fields for local and national service organizations who are seeking volunteers.

The goal of Beyond Walls is to strengthen the engagement between students and their communities towards mutually beneficial social and personal growth.

[Required] Need for this Program/Service

In 200 words or less, please do the following:

--Describe the need for this program or service.

--If possible, include any data that might support your proposal (i.e. surveys indicating a need for your initiative).

Considering the newly transferred, international, commuter or prospective student, there are a lot of questions about how to best operate in this new environment; knowledge which becomes inherent with time and experience.

There is a need for this knowledge to be shared and accessible to all. We have all had questions from this point of view, wouldn't it feel great to know that there was a place for finding answers?

[Required] Estimate number of students that will benefit from your proposed program/service

In 200 words or less, please do the following:

--Indicate what the benefits of your proposed program for students will be.

--Estimate how many currently enrolled students will likely benefit from your proposed service or program.

--Estimate the number of any other individuals (and indicate their affiliation) that might benefit from this service or program.

ReallSE will provide a channel for new students to have access to resources that experienced students have found and recommended, and provide for the pass-through of information that is contextually relevant to our physical location.

I estimate that more than 50% of new students would be able to find detailed and specific information about campus resources that are otherwise limited to the marketing of the department for that resource. I estimate that at least 50% of juniors and seniors will be able to derive benefit from hearing of the successes of others, and will be able to provide suggestions to new students to support their successes.

Numerous community partners (e.g. service organizations, school programs and local businesses) will benefit from the service:

Service Organizations will benefit by having access to interested and capable volunteers, and also be able to connect with students who are seeking involvement.

School Programs will have higher awareness in the student purview.

Local businesses, which are supportive and useful to student success, are likely to be mentioned, as such.

[Required] How do you plan to assess the program or service?

How do you plan to track the effects of this program or service?

For example, how would track how the event/program/service went? How would you track how successful it was and what you could change in the future?

Tracking of involvement and student benefit will be accessible via the internet (site demographics) which will report who is using the site, and how they use the site's features, and also be able to track the inflow of new vs. returning users.

There will be an open comment area to suggest improvements, next steps and additional features that are guided by the user base. Students must identify as a student, authenticated by NetID to post content. However, the results and resources will be viewable to anyone.

Additional Information

If needed, please include any other information you feel is relevant to your request. (There is no character limit on this field.)

While this service is newly proposed, it will take some work and awareness to get sustainably active, with a recurrent user base.

We anticipate the success for ReallSE to be tied directly to student awareness of this resource. Our funding will primarily, if not exclusively, be directed to marketing and outreach to students in raising awareness of this service, and how it is useful to the student populace.

Salary/Wages

N/A.

RealISE UWB is not seeking funding for wages/benefits.

\$0.00

Describe the funds you are requesting in detail below.
Please put total dollar amount of salary/wages in the bottom of this box.

Benefits N/A.

ReallSE UWB is not seeking funding for wages/benefits.

\$0.00

Describe the funds you are requesting in detail below.

Benefits paid to regular employees working at least .50 FTE should be calculated at 34.0% of earnings. Benefits paid to hourly employees should be calculated at 16.5% of earnings.

Please put total dollar amount of benefits in the bottom of this box.

Programming/Events Launch Rollout Party

\$200

Describe the funds you are requesting in detail below.

Please put total dollar amount of programming/events in the bottom of this box.

Facilities Rentals/Set-Ups Event materials

- Event infrastructure (custodial and venue reservation)

\$1000

Describe the funds you are requesting in detail below.

If you require facilities rentals/set-ups, please indicate it here. Take into account custodial fees and clean up.

Please put total dollar amount of facilities in the bottom of this box.

Printing & Photocopying Printing and Photocopying of posters and marketing materials for the campus and community.

\$200.00

Describe the funds you are requesting in detail below.

Please put total dollar amount of printing/photocopying in the bottom of this box.

Office Supplies \$0.00

Describe the funds you are requesting in detail below.

Please put total dollar amount of office supplies in the bottom of this box.

Food/Refreshments Event materials

- Refreshment (food/beverage) budget for events that raise awareness among our student community

\$350

Describe the funds you are requesting in detail below.

Please put total dollar amount of food/refreshments in the bottom of this box.

Review the food policy/food form for the University policies before asking for food. The Food Policy is below the food form in the link.
<http://www.uwb.edu/getattachment/admin/services/fuac/foodapprovalform.pdf>

Equipment Rentals/Purchase Electronics
- Server to house ReallSE database and content
- Hosting for ReallSE

\$1000

Describe the funds you are requesting in detail below.

Please put total dollar amount of equipment rentals/purchase in the bottom of this box.

Transportation \$0.00

Describe the funds you are requesting in detail below (indicate in state/out of state, as well as type of transportation).
Please put total dollar amount of transportation in the bottom of this box.

Meals and Lodging for Travel \$0.00

Describe the funds you are requesting in detail below.
Please put total dollar amount of meals and lodging in the bottom of this box.

Security \$0.00

Describe the funds you are requesting in detail below.

If you would like an estimate, please contact UWB Security.
425-352-5359

Please put total dollar amount of security in the bottom of this box.

Telecommunications \$0.00

Describe the funds you are requesting in detail below.

Telephone equipment should be estimated at \$35 per handset, per month (this includes only one extension).

Please put total dollar amount of telecommunications in the bottom of this box.

Other

Please include any other expenses that don't fall under any of the above categories in detail.
Please put total dollar amount of other in the bottom of this box.

Marketing materials

- Stickers
- Student-useful swag, e.g. thumb drives, pencils, etc., branded with ReallSE
- Underwriting budget for local media such as KUWB

\$1500

[Required] Total Amount Requested \$4250.00

Please take the time to carefully add all of your figures from above. Please note that adjustments will not be made to the total amount requested in the event of an error.
Round your final total up to the nearest dollar.

[Required] Terms and Conditions I Agree

--I have read and agree with the terms and conditions of the SAF Bylaws: <http://www.uwb.edu/studentlife/safc/safbylaws>

--I understand that once submitted, adjustments cannot be made to the requested amounts listed above.

--I understand that hearings will be held between 8:00am-12:00pm on Friday, December 7th, 2012 and someone from my group will be available to attend a brief hearing scheduled during that time frame.